

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

DEFINITIONS & ACRONYMS

4 x 2 Vehicles - Vehicles which have four wheels driven by two wheels.

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Accessories - Any equipment added to the base vehicle.

Accountability - Responsibility given to designated officials who must report, explain, and justify actions for vehicles under his/her control. This includes the assignment of custodial responsibility for the vehicle.

Accountable Property Officer - Designated Official, responsible for all property in their assigned area.

Acquisition - To obtain property. This includes purchase, transfer, donation, lease, and assignment.

Assigned Vehicles - General Services Administration (GSA) motor pool vehicles assigned for indefinite use (more than 30 days).

ASD - Administrative Services Division, responsible for developing and implementing MRP policy.

BOAC - The Billing Office Address Code assigned by GSA for use in processing invoices for assigned dispatched vehicles.

Board of Survey - A panel designated to review all vehicle accident cases, as well as cases involving lost, stolen, damaged, or destroyed Government property where the facts and circumstances indicate possible employee negligence.

Clear and Present Danger - Highly unusual circumstances which present a threat to the physical safety of the employee's person or property under circumstances where; (1) the danger is real, not imagined, and is immediate or imminent, not merely potential, and (2) a showing is made that the use of a Government vehicle would provide protection not otherwise available.

Compact - Five-passenger sedan/station wagon.

Compelling Operational Considerations - Circumstances where the provision of home-to-work transportation to an employee is essential to the conduct of official business or would substantially increase a Federal agency's efficiency and economy. Home-to-work transportation may be justifiable if other available alternatives would involve substantial

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additional costs to the Government or expenditures of employee time. These circumstances need not be limited to emergency or life threatening situations.

Cooperative Agreements - Written agreements stating the shared use of motor vehicles with federally assisted programs. The programs can be State or local government, private business or commission based, working toward a mutual agricultural goal.

Dispatch - GSA vehicle assigned for short-term use (less than 30 days).

Emergency - Circumstances which exist whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation for those employees who are necessary to the uninterrupted performance of the agency's mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, and essential Government service must be provided, and there is no other way to transport an employee.

Excess Vehicles - Serviceable vehicles no longer needed by the holder to carry out programs as determined by the Vehicle Accountable Officer.

Exchange/Sale Vehicles - Required vehicles that either can be exchanged for a similar item or sold. Proceeds are to be used to buy similar property.

Field Work - Official work performed by an employee whose job requires the employee's presence at various locations that are at a distance from the employee's place of employment (itinerant-type travel involving multiple stops within the accepted local commuting area or use outside that area) or at a remote location that is accessible only by Government-provided transportation. The designation of a work site as a field office does not, of itself, permit the use of a Government vehicle for home-to-work transportation.

Examples of employees involved in field work include, but are not limited to, meat inspectors, and certain law enforcement officers, whose jobs require travel to several locations during the course of the work day. The field work exception may not be used (1) when the employee's workday begins at his or her official Government duty station, or (2) when the employee normally commutes to a fixed location no matter how far removed from his or her official duty station; i.e., Plant Protection and Quarantine Officers assigned to airports since these employees are not performing field work.

Government-owned or leased vehicle (GOV) - Any motor vehicle that is owned or leased by the U.S. Government.

Gross Vehicle Weight Rating (GVWR) - The maximum loaded weight in pounds of a single truck including vehicle weight, payload, passenger, and fuel.

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Home-To-Work Transportation - The authority for Government employees to temporarily commute from home to work on normal duty (non-travel) status, to perform assigned duties using a Government vehicle.

IFMS - Interagency Fleet Management Center.

International Locations - Program/unit assigned outside of the U.S., its territories or possessions.

Light Trucks - Vehicles with a GVWR of 8,500 pounds or less.

Maintenance - Routine work required to keep the vehicle in good operating condition. This includes tune-ups, oil and transmission changes, lubrications, tire rotations, etc.

Motor Vehicle - A vehicle designed and operated principally for highway transportation of property or passengers.

MRP - Marketing and Regulatory Programs.

Occasional Operator - Any individual who occasionally uses a motor vehicle for official business while temporarily away from his/her official duty station.

Official Duty Station - The duty station where the employee is permanently assigned.

Operator - Any individual who is required to operate a motor vehicle in order to properly carry out his/her assigned duties.

Options - Variations of equipment listed on the base vehicle (such as air- conditioning, mud and snow tires, and heavy-duty suspension).

Passenger Carrying Vehicles - Vehicles with the primary function of carrying up to 10 passengers.

Permanent Storage - Storage of MRP-owned or leased vehicles at a residence or a commercial lot for 60 days or longer.

Place of Employment - Any place within the accepted commuting area as determined by the agency for the locality involved where an employee performs his/her business, trade, or occupation even if the employee is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where an employee is assigned to work including locations where meetings, conferences, or other official functions take place.

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Property Management Officer - Designated official responsible for administering the overall personal property management programs, including the development and enforcement of procedures.

Repairs - Replacement of parts, materials, and equipment. This includes major tune-ups, rebuilt engines or transmissions, or damage from collisions.

Residence - The primary place where an employee resides and from which the employee commutes to his/her place of employment. The term "residence" is not synonymous with domicile as that term is used for taxation or other purposes.

Sedan Delivery - A vehicle with the primary function of carrying cargo. This is usually a station wagon with the rear seat permanently mounted down or removed. This vehicle falls into the same category as light trucks.

Serviceable Vehicles - Vehicles that can be repaired at reasonable expense, considering replacement criteria.

Special Equipment Operator - Any individual who operates vehicles used for transporting dangerous/hazardous materials, highway vehicles weighing 16,000 or more pounds gross vehicle weight rating (GVWR), specialized vehicles, or buses designed to transport 16 or more passengers, including the operator.

Specialized Vehicles - Equipment such as farm vehicles, industrial vehicles, and off road vehicles.

State License - A valid driver's license for the type of vehicle being operated, which is issued by a State, the District of Columbia, Puerto Rico, or a possession of the U.S. where the employee resides or is principally employed; or that is issued by the governing body in international locations.

- (1) A commercial driver's license (CDL) is required for employees operating special equipment which:
 - a. Has a manufacturer's gross vehicle weight rating (GVWR) or gross combination weight rating of 26,001 pounds or more, or
 - b. Is a towing vehicle exceeding 10,000 pounds GVWR.

Subcompacts - 4 passenger sedans/station wagons.

Surplus - Serviceable vehicles for which no Federal need exists.

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Temporary Storage - Storage of MRP-owned or leased vehicle at a residence or a commercial lot for 59 days or less.

Unserviceable Vehicle - Vehicles that are uneconomical to repair, or for which parts are no longer manufactured.

Vehicle Sharing - The shared use of vehicles within MRP, or other Federal Government agencies and non-federal activities for official purposes.

Vehicle Accountable Officer (VAO) - The person designated responsibility for the use and operation of motor vehicles assigned to the work area.

Vehicle Standards - The standard established classification of the various types of vehicles and equipment commercially available, which are authorized for Government use.

VIN - Vehicle Identification Number

Wheel Base - The distance between the centerline of the front and rear axle.

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CHAPTER 1

OFFICIAL USE OF MRP MOTOR VEHICLES

1. PURPOSE

This chapter describes the requirements and procedures for using MRP-owned or leased motor vehicles in the United States and its territories.

2. OFFICIAL USE

- a. Official use means the use of MRP-owned or leased motor vehicles, General Services Administration (GSA) owned or leased motor vehicles, or employee or agency-leased motor vehicles for the purpose of transporting U.S. Government employees, contractors, cooperators, and private citizens and/or things directly related to the MRP mission.
- b. MRP vehicles may only be used for the following official purposes:
 - (1) To travel to a location(s) other than an employee's place of employment in the course of the employee's normal home-to-work commute in the performance of official duties. The use of Government vehicles between an employee's residence and his/her place of employment will be limited to employees engaged in field work. The Secretary has determined that the job series listed in Appendix A are authorized home-to-work transportation when actually performing field work and then only to the extent that such transportation will substantially increase the efficiency and economy of the Government. If circumstances require that field work only be performed on an intermittent basis, the agency must establish procedures to ensure that the Government vehicle is used only when field work is being performed.
 - (2) When use is in response to a highly unusual circumstance which presents a clear and present danger, when emergencies exist, or when other compelling operational considerations make such transportation essential to the conduct of official business.
 - (3) By employees in travel status.
 - (4) By cooperators when the Cooperative Agreement specifically authorizes use.